

NAVAJO COUNTY  
PUBLIC WORKS DEPARTMENT  
PLANNING & ZONING

**P.O. Box 668 Holbrook, AZ 86025 (928) 524-4100**

SPECIAL USE PERMIT

APPLICATION  
FOR MANUFACTURED HOME  
AND  
RECREATION VEHICLE PARKS

(Revised 11-08)

# **SPECIAL USE PERMIT APPLICATION**

## **FOR MANUFACTURED HOME AND RECREATIONAL VEHICLE PARKS**

### **INSTRUCTIONS**

In applying for a **SPECIAL USE PERMIT** for Manufactured Home and Recreational Vehicle Parks the following information is required of all applicants:

1. A completed *Special Use Permit application* with *ownership legally notarized* where indicated.
2. A copy of the *recorded deed* or *sales contract* for the subject parcel(s).
3. Five copies of the *site plan* drawn to scale. (see attached site plan/supplemental requirements checklist).
4. A *recorded legal description* of the parcel.
5. A *letter of intent* indicating the *current zoning district classification*. Also express your *reasons for the proposed Special Use Permit* and *how it will be beneficial to the area*. Include and explanation of *your plans, the proposed use* and *a schedule for development*.
6. A Special Development permit-filing fee of \$300 and \$5 per lot for a Manufactured Home or Recreational Vehicle Park (non refundable).
7. A *letter of serviceability* from all *necessary utilities* (water, electric, sanitation, etc.).
8. A *letter of serviceability* from the *local fire district*. The letter must also indicate that the *Special Use Permit Site Plan has been reviewed* and that *the proposed fire protection are adequate* for the intended use.
9. All *other information* as may be required by the Navajo County Development Services Division Director in order to promote the public health, peace, safety, comfort and general welfare of the citizens of Navajo County.

#### **PLEASE NOTE THE FOLLOWING:**

**Scheduling for public hearing before the Navajo County Planning & Zoning Commission and the Board of Supervisors will be based on current caseload and all required information and documents being complete and in place.**

**SPECIAL USE PERMIT SITE PLAN/SUPPLEMENTAL INFORMATION REQUIREMENTS FOR:**  
**MANUFACTURED HOME AND RECREATIONAL VEHICLE PARKS**

**A. SITE PLAN REQUIREMENTS:**

The following information shall be delineated on the Special Use Permit Site Plan for Manufactured Home and Recreational Vehicle Parks except those items determined by the Staff as not being pertinent to a particular tract:

1. The *size* of the *Special Use Permit Site Plan* shall be 24 x 36 inches and shall be drawn to a 50, 100 or 200 foot to the inch scale, whichever is most appropriate to clearly present necessary details.
2. The applicant shall file *five (5), full size, copies* of the Special Use Permit Site Plan or Plans in the office of the Planning Division.
3. One 8 ½" x 11" *copy* of the *Special Use Permit Site Plan* shall be also submitted.
4. The *Title of the map* and a *legal description* of the property.
5. The *name* and *address* of the *owner* and *developer*.
6. The *name* and *address* of the *person preparing* the Site Plan.
7. The *approximate acreage* and *overall dimensions* of the proposed development.
8. A *North Arrow*, the *drawing scale* and the *date* that the drawing was prepared.
9. The *development boundary line* and a *vicinity map*.
10. The *names, book* and *page number* of *adjoining parcels*.
11. The *names, locations* and *widths* of *adjoining streets*.
12. All *identifying landmarks* and *existing structures*, both above and below ground.
13. The *names, locations* and *widths* of *proposed streets*.
14. The *approximate grades* of *proposed streets*.
15. All *streets* and *rights-of-ways* providing *permanent access* to the property.
16. All *excavations* within 200 feet of the subdivision.
17. The *approximate radii* of *all curves*.

18. The *widths of alleys and easements* also identify the *function of the easements*.
19. The names of *utility companies* servicing the proposed development and the *locations of existing and proposed public utilities*.
20. The *elevations of the sewer* at the proposed main connections.
21. All *existing culverts and drain pipes*.
22. All *water courses and channels* including proposed facilities for control of storm waters. Two (2) copies of the *preliminary drainage report* are required.
23. All lands subject to *overflow, inundations or flood hazard*.
24. All *railroads* and other *rights-of-way*.
25. All *lands and parks* to be dedicated for public use.
26. *Dimensions* of any *reservations*.
27. All *adjoining properties* and *adjoining lot lines*.
28. Delineate all *proposed setbacks* from property lines, adjacent lots and internal roads.
29. Show *topographic contours\** with maximum intervals as follows:

<u>Slope</u>	<u>Interval</u>
0-2%	1'
3-9%	2'
10% plus	5'

30. The *basis of elevation* i.e.; benchmarks, etc.
31. The *existing use* of property immediately surrounding the tract, along with assessors parcel numbers.
32. The *source of water supply, size and location of water lines*.
33. The *method of sewage disposal.\*\**
34. The **approved** *method of fire protection*.
35. An *approval block* with area for signature of the *Chairman of the Planning & Zoning Commission* and the signature of the *Chairman of the Board of Supervisors*, include areas for dates.

36. All *preliminary* development proposals shall *identify the flood hazard areas* and the *elevation of the base flood*.
37. All *requested variances* to the Navajo County Zoning Ordinance must be *identified on the Site Plan*. This required identification must include the correct ordinance requirements, as well as, the proposed variance. The identification must also list the ordinance article, section, and item number, as well as, reference the Zoning Ordinance revision/amended dated.
38. Any *proposed open space for recreation*.
39. The *identity of the developer* and that he is the *owner of record* of the property or that the *owner of record* of the property consents to the filing of the map.

**\*\*Note:** All new and replacement *water supply* and *sanitary sewage* systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters. ***Waste disposal systems shall not be installed wholly or partially in a floodway.***

## **B. SUPPLEMENTAL INFORMATION**

Reports and written statements on the following matters shall accompany the Site Plan:

1. A *Master Development Plan* when the development is *developed in phases*.
2. A *written statement* from Navajo County Engineering stating that:
  - a. A water company, under permit, has agreed in writing to serve all lots in the development, or
  - b. The developer has an acceptable application for a water company permit on file with the State Department of Health, or
  - c. The developer has agreed, in writing, to form a domestic water company to serve the development. The method by which the operation and maintenance of the water company will be accomplished and financed.
  - d. Where the minimum lot size of all lots is in excess of 2 ½ net acres in area, the developer shall not be required to have a water company under permit or to furnish water to each lot, but shall furnish a statement of quantity and quality of any wells existing on the property or the estimated cost and feasibility of drilling wells if none exist.
3. A *written statement* for the Navajo County Engineer stating the type of Solid Waste Disposal and Sewage Disposal that will be permitted. To aid this determination the Engineer may require soil percolation tests or other pertinent information.

- a. If sanitary *sewer facilities* and a *sewage disposal plant* are proposed, the *method by which the operation and maintenance* will be accomplished and financed.
4. The *type of street improvement* shown in cross-section with material and construction specifications indicated.
5. The *proposed method of control of storm water*, including data as to grade and dimension (see attach: *Navajo County Informational supplement, "Subdivision Drainage and Floodplain Requirements – 1995"*).
6. The *method by which* the private streets *will be maintained*.
7. A *written statement* from the County Special District Coordinator stating that the proposed development is not encumbered by County Improvement District assessments.
8. Such other *supplemental information* as the Director or County Engineer may require **to insure that the development would protect the public health, safety and general welfare.**

INFORMATIONAL SUPPLEMENT  
NAVAJO COUNTY SPECIAL USE PERMIT APPLICATION FOR MANUFACTURED HOME AND  
RECREATIONAL VEHICLE PARKS

**SUBDIVISION DRAINAGE AND FLOODPLAIN REQUIREMENTS**  
**Navajo County Flood Control District**  
**1995**

**A drainage report is required for all preliminary subdivision plats.** A drainage report is necessary to ensure that all proposed subdivisions include adequate drainage systems and are protected against flooding. These objectives have been outlined in Navajo County's *Flood Damage Prevention Ordinance* and *Subdivision Regulations and Standards*, and are a prerequisite for any tentative plat being approved by the Planning and Zoning Commission, and recommended to the Board of Supervisors.

To assist the developer in developing a subdivision that meets the requirements of these ordinances, specific sections of the ordinances have been cited below, along with notes intended to clarify Navajo County's interpretation of the ordinance. The completion and submittal of a drainage report with the preliminary plat will expedite the subdivision approval process, and should improve the quality of the proposed development.

Questions regarding the following information on drainage and flood control should be directed to the Navajo County Engineer or Navajo County Flood Control District at: Navajo County Governmental Center, P.O. Box 668, Holbrook AZ, 86025: telephone (928) 524-4100.

**Proposed subdivisions must meet all requirements of the *Navajo County Flood Damage Prevention Ordinance*, including:**

*5.3-1: All preliminary subdivision proposals shall identify the flood hazard areas and the elevation of the base flood.*

*5.3-3: All subdivision proposals shall be consistent with the need to minimize flood damages.*

To satisfy these requirements the drainage report should include a complete hydrologic and hydraulic analysis of the on-site and off-site flows affecting the proposed development: including analyses for both the existing and fully developed hydrologic and hydraulic conditions. Calculations to justify the size and location of all proposed flood control structures should be included in the report. All proposed development should be adequately protected from flooding and should not increase base flow elevations, peak flows, volumes of flow, or the point of ingress of flow onto adjacent properties. A drainage and floodplain sheet(s) should be provide with the preliminary plat. All FEMA mapped floodplains within the development, and all proposed flood control structures should be shown on the drainage and floodplain sheet(s). For floodplains where a detailed analysis has not been completed, such as in a FEMA "Zone A" or an unmapped watercourse with a drainage area greater than ¼ square mile, it is the developers responsibility to provide a detailed analysis that determines the elevations and lateral extent of the flooding within the limits of the proposed development. The analysis should include the determination of floodplain and floodway limits, and should meet the technical requirements for floodplain delineation as

determined by the Arizona Department of Water Resources and the Federal Emergency Management Agency. Additional details on these methods can be found in references 1 and 7 of this document.

*5.3-3: All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.*

*5.2-1: All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of flood waters into the system and discharge from systems into flood waters. Waste disposal systems shall not be installed wholly or partly within a floodway.*

*5.3-2: All final subdivision plans will provide the elevation of proposed structures and pads. If the site is filled above the base flood, the final pad elevation shall be certified by a registered professional engineer or surveyor and provided to the floodplain administrator.*

The Flood Damage Prevention Ordinance designates the Navajo County Engineer as the Navajo County Floodplain Administrator.

*5.3-4: All subdivision proposals shall have adequate drainage provide to reduce exposure to flood damage.*

This explained more thoroughly below.

**Proposed subdivision must meet all drainage requirements describe in the Navajo County Subdivision Regulations and Requirements, including:**

*4.4 (A): Reports and written statements on the following matters shall accompany the Tentative Plat: (6.) proposed method of control of storm water, including data as to grade and dimension.*

*3.21 (A.): Flood control facilities including flood channels, flood easements and storm drains will be designed to provide adequate protection against the 50-year flood, and shall be approved by the County Engineer.*

*2.2 (12.): All hydrologic design shall be in conformance with the current Arizona Highway Department hydrologic design procedures.*

The drainage report should include calculations to justify the size and location of all proposed drainage improvements and drainage easements should be shown on the drainage and floodplain sheet(s).

The current Arizona Highway Department procedures are available in reference 2 of this document. Proposed drainage improvements should be based on the hydrologic and hydraulic analyses for fully developed conditions. Construction drawings are not required for the proposed drainage improvements at the preliminary plat stage of development, but the calculations in the drainage report should show that it is feasible to construct these improvements.

For the purpose of analysis, it is generally assumed that the 50-year flood is produced by the 50-year storm centered over the subdivision's drainage basin. However, certain, situations may require the engineer to consider other factors, such as snowmelt, when designing drainage facilities. The engineer is



responsible for using good engineering judgment and the most appropriate methods to ensure that adequate drainage and flood protection is provided of the proposed development.

The County Engineer has the authority to request revisions to any report, or portion of a report, or proposed drainage improvements that he deems to be unacceptable, and to request that additional drainage facilities be provided. Written comments will be provided describing the reasons for requesting revisions or additional drainage facilities.

*3.21(B.): Streets and highways should not be used as flood channels.*

Streets with inverted crowns are not permitted. A maximum of 1 foot of flow over the top of a roadway is acceptable during the 100-year flood: provided that the roadway is designed with adequate erosion protection so that it is not damaged by the 100-year flood.

Additional clarification of these requirements, and definitions for the terms used can be found in the following references.

#### REFERENCES:

1. *Flood Insurance Study Guidelines and Specifications for Study Contractors, Bulletin 37 Federal Emergency Management Agency, January, 1995.*
2. *Highway Drainage Design Manual Hydrology, Arizona Department of Transportation, Report Number FHWA-AZ93-281, March, 1993.*
3. *Navajo County Flood Damage Prevention Ordinance, November 23, 1987.*
4. *Navajo County Subdivision Regulations and Requirements, Amended July 5, 1994.*
5. *Navajo County Septic Ordinance, Planning and Building Division, Amended October 17, 1994.*
6. *Navajo County Zoning Ordinance, Planning and Building Division, Amended October 17, 1994.*
7. *State Standards for Floodplains: For copies of these standards contact the Engineering Division, Arizona Department of Water Resources, 500 North 3<sup>rd</sup> Street, Phoenix, AZ 85004, (602) 417-2445.*

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(928) 524-4100 FAX (928) 524-4399

**SPECIAL USE PERMIT**  
**APPLICATION**

**FOR MANUFACTURED HOME AND RECREATIONAL VEHICLE PARKS**

**OWNER INFORMATION:**

OWNER'S NAME: \_\_\_\_\_

AGENT/POINT OF CONTACT: \_\_\_\_\_

CONTACT PHONE NO.: \_\_\_\_\_ FAX NO.: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

**SUBJECT PARCEL INFORMATION:**

LEGAL DESCRIPTION: T \_\_\_\_\_ N – R \_\_\_\_\_ E, SECTION \_\_\_\_\_, ASSESSOR PARCEL NO.: \_\_\_\_\_

SUBDIVISION NAME: \_\_\_\_\_ LOT: \_\_\_\_\_

RURAL ADDRESS: \_\_\_\_\_ AREA: \_\_\_\_\_

PARCEL SIZE: \_\_\_\_\_ DATE OF OWNERSHIP: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

GENERAL DIRECTION TO PARCEL: \_\_\_\_\_

**CURRENT ZONING:** (Please Check appropriate Zoning Classification)

\_\_\_A-Gen    \_\_\_RU-20    \_\_\_RU-10    \_\_\_RU-5    \_\_\_RU-1    \_\_\_R1-43    \_\_\_R1-10  
\_\_\_R-2    \_\_\_R-3 \_\_\_C-R    \_\_\_I-1    \_\_\_I-2    \_\_\_Special Development

**OWNER'S AFFIDAVIT:**

I, (print name) \_\_\_\_\_, being duly sworn, depose and say that I am an owner of the property involved in this application and that the information herewith submitted is true and correct to the best of my knowledge.

\_\_\_\_\_  
Owner's Signature

STATE OF ARIZONA )  
                                  ) SS  
COUNTY OF \_\_\_\_\_)

Sworn and subscribed before me on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires